

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Workers' Compensation Program Training Courses for 2008	REFERENCE NUMBER: 2008-003
DATE ISSUED: 01/10/08	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Return-to-Work Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits Division

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Return-to-Work Training Course (#835)

This **FREE three-day** course for workers' compensation case management staff is designed to provide the knowledge and resources to effectively administer an agency's return-to-work and workers' compensation programs. This course meets the training requirements for new return-to-work coordinators that are outlined in the Master Agreement, Section VIII, B, 01. Interested staff should attend this training course once in their career, preferably within 12 months of appointment.

Expert speakers from different agencies will provide information to meet the following class objectives:

- Understand the Workers' Compensation Claims Process
- Appreciate your roll in Returning Injured Employees to Work
- Recognize the Americans with Disabilities Act & Fair Employment and Housing Act
- Be Aware of Medical Actions & Disability Retirement

The course will be held at the Central Office Campus of the Franchise Tax Board, 9646 Butterfield Way, Sacramento, CA 95812 on the following dates:

- April 9-11, 2008
- October 7-9, 2008

Participants enrolled in the three-day Return-to-Work Training Course must read the "Workers' Compensation Preview" available at <http://www.dpa.ca.gov/training/return-to-work/form.cfm>.

Return-to-Work Refresher Course

This FREE **one-day** course for workers' compensation case management staff is designed to provide updated claims information along with an opportunity to ask questions and share answers with other experienced staff. This course will help satisfy the 16 hours of additional training required annually of return-to-work coordinators per Section VIII, B, 01 of the Master Agreement.

The course will be offered at 6 different venues, please come to the location closest to you:

- Sacramento ~ May 7, 2008
- Rohnert Park ~ June 5, 2008
- Oxnard ~ June 12, 2008
- Eureka ~ July 16, 2008
- Commerce ~ July 23, 2008
- Riverside ~ July 24, 2008

Registration is required for all return-to-work courses. Follow this link to on-line registration <http://www.dpa.ca.gov/training/hr-staff.htm>, or go to www.dpa.ca.gov, view Information for HR Staff and select HR Training and then select the class from the list under the Workers' Compensation Program. Upon completing the registration, you will receive an immediate confirmation. All participants will receive another e-mail confirmation in the weeks before their scheduled class.

Return-to-Work Forums

These **FREE** forums are offered quarterly to provide information and updates to help staff effectively administer their agency's return-to-work and workers' compensation programs. The forums help satisfy the 16 hours of additional training required annually of return-to-work coordinators.

The forums will be held at the Department of Water Resources, First Floor Auditorium, 1416 Ninth Street, Sacramento, CA 95814 on the following dates:

- March 12, 2008
- May 22, 2008
- August 14, 2008
- November 19, 2008

All are welcome to attend. No registration is required. In order to share this valuable information with staff who cannot attend, reviews are posted on line after each forum and viewable at <http://www.dpa.ca.gov/benefits/workers-comp/main.htm>.

For more information, please visit our web page or contact Tracy Caldwell.

/s/Greg Beatty

Greg Beatty, Chief